

STATE HIGHWAY ADMINISTRATION OF MARYLAND
OFFICE OF HIGHWAY DEVELOPMENT
DESIGN TECHNICAL SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

September 29, 2008

Contract No. CH3505174

F.A.P. No. N/A

Description: Stormwater Management Design,
Build, Operate and Maintain
Project - Charles County

ADDENDUM NO. 1

To All parties interested in submitting a Statement of Qualifications (SOQ):

Please be advised that the SOQ submittal to MSHA is still on **October 14, 2008**.

The attention of prospective bidders is directed to the following revisions, additions and/or deletions to the Request for Qualifications (RFQ) document:

PAGE NO.

DESCRIPTION

5	DELETED	...confirmed by mail by the requester.
21	ADDED	Based on preliminary estimates, it is anticipated that the overall DBE participation goal will be <u>25 percent</u> .
22	REVISED	MBE participation in professional services for this contract will be no less than <u>4 percent</u> of the total contract value.
	ADDED	...inspection; GIS database updates;
	REVISED	Final Date for Receipt of Proposer's Questions - October 3, 2008
	REVISED	Form A-1

Please attach this **Addendum No. 1** to your Proposal and replace the revised pages in the RFQ Document.

Questions regarding this Addendum No. 1 or the project in general may be directed in writing to:

Mr. Kirk McClelland, Director
Office of Highway Development
Attn: Dana Havlik
Highway Hydraulics Division
707 North Calvert Street
Baltimore, MD 21202

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If time is of the essence written questions may be emailed to dhavlik@sha.stae.md.us or transmitted to FAX number (410) 209 5031. All questions are to be addressed to Ms. Dana Havlik and the Contractor must identify the source of the question and the Contract number.



DOUGLAS H. SIMMONS, DEPUTY ADMINISTRATOR/ CHIEF ENGINEER FOR PLANNING
AND ENGINEERING, REAL ESTATE AND ENVIRONMENT

Mr. Kirk G. McClelland, Director
Office of Highway Development
ATTN: Dana Havlik
Maryland State Highway Administration
707 North Calvert Street
Mail Stop C-201
Baltimore, MD 21202
e-mail address: dhavlik@sha.state.md.us

Only e-mailed inquiries will be accepted. No requests for additional information or clarification to any other Administration office, consultant, or employee will be considered. All responses shall be in writing and will be disseminated only by posting on SHA's website at www.marylandroads.com under Contracts, Bids & Proposals. All responses to questions on the RFQ and addenda to the RFQ will be posted on this site. Responses to questions and addenda will not be mailed out. △₁

Only requests received by 4:00 p.m. EST on the date specified in Section H will be addressed. Questions will not be accepted by phone. Questions, only from the primary or secondary contact, must include the requestor's name, address, telephone number, e-mail address, and the Proposer he/she represents.

A response to questions will be issued without attribution and posted sequentially on the SHA website. Multiple responses are anticipated. The last response will be posted not later than 7 days prior to the SOQ due date.

d. RFQ ADDENDA

If necessary, the Administration will issue addenda to modify conditions or requirements of this RFQ. Addenda will be disseminated only by posting on the SHA website.

e. COSTS/STIPEND

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFQ, including attending briefing(s) and providing supplemental information. The RFP will provide for payment of a stipend in the amount of \$25,000 to each non-selected Proposer meeting the requirements specified in the RFP.

f. SUBSTITUTIONS

Proposers are advised that, in order for a Proposer to remain qualified to submit a Proposal after it has been placed on the Reduced Candidate List, its organization, including all Principal Participants, Specialty Subcontractors, and key management personnel identified in the SOQ, must remain intact for the duration of the procurement process. A Proposer may propose substitutions for participants after the SOQ submittal; however, such changes will require written approval by the Administration, which and approval may be granted or withheld in the Administration's sole discretion. Requests

submission of the SOQs or in anticipation of a Contract. By submitting an SOQ, a Proposer disclaims any right to be paid for such costs.

The execution and performance of a Contract pursuant to any subsequent RFP is contingent upon sufficient appropriations and authorizations being made by the General Assembly of Maryland, or the Congress of the United States if federal funds are involved, for performance of a Contract between the successful Proposer and the Administration.

In no event shall the Administration be bound by, or liable for, any obligations with respect to the Work or the PROJECT until such time (if at all) as the Contract, in form and substance satisfactory to the Administration, has been executed and authorized by the Administration and approved by all required authorities and, then, only to the extent set forth in a written Notice to Proceed. In submitting an SOQ in response to this RFQ, the Proposer is specifically acknowledging these disclaimers.

**G. DISADVANTAGED BUSINESS ENTERPRISE (DBE)
PROGRAM AND EQUAL EMPLOYMENT OPPORTUNITY**

a. POLICY

The Administration shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT) assisted contract or in the administration of 49 CFR Part 26. The Proposers shall take necessary and reasonable steps to ensure that businesses owned and controlled by socially and economically disadvantaged individuals are provided with a fair opportunity to participate in this PROJECT.

b. DBE PARTICIPATION GOAL

By submitting a SOQ in response to this RFQ, an Offeror agrees that, if included on the RCL, it shall comply with the Disadvantaged Business Enterprise (DBE) provisions of the Contract. These provisions are consistent with the applicable portions of the Minority Business Enterprise (MBE) provisions of the State Finance and Procurement Article of the Maryland Code. In this RFQ, the terms DBE and MBE have the same meaning.

Each Proposer on the Reduced Candidate List will be required to make a good faith effort to achieve the established DBE participation goal and provide evidence of such efforts in the Proposal. Such efforts must continue throughout the evaluation of Proposals, Contract award, and Contract performance.

Only MDOT certified MBEs can be utilized to achieve the Contract's DBE goal.

Based on preliminary estimates, it is anticipated that the overall DBE participation goal will be 25 percent with 7 percent African American owned firms and 10 percent Women



owned businesses of the total contract price. The final goals will be in the RFP. Additionally, because of the MDOT certification requirement for DBE's, firms are encouraged to submit paperwork for certification as soon as possible.

Additionally, the Design-Builder's shall make a good faith effort to achieve MBE participation in professional services for this contract of no less than 4 percent of the total contract value. The goal shall include efforts to achieve DBE participation in performance of professional services under the Contract (including design, supplemental geotechnical investigations, surveying and other preliminary engineering; quality control as defined in the Contract; environmental compliance activities; utility coordination; permitting; inspection; GIS database updates; and public information). The MBE professional services participation shall be attributed to the overall contract goal noted above.



c. SMALL BUSINESS ENTERPRISE

There will be no small business enterprise goals for this project.

B. PROCUREMENT SCHEDULE

Issue RFQ (including DRAFT RFP)	September 16, 2008
Post DRAFT RFP on SHA Website	September 16, 2008
Pre-SOQ Meeting	September 30, 2008
Final Date for Receipt of Proposer's Questions	October 3, 2008
SOQ submittal to MSHA	October 14, 2008
Reduced Candidate List (RCL) Notified	October 21, 2008
Issue Final RFP to RCL	October 28, 2008
Receive Technical & Price Proposals	December 18, 2008
Request Best and Final Offers (BAFO) if required	January 8, 2008
Selection/Award	March 9, 2008



Contract Number: CH3505174

Project Description: Stormwater Management Design, Build, Operate and Maintain

FORM A-1 

PROPOSED KEY STAFF INFORMATION

Name of Proposer: _____

Position	Name	Years of Experience ¹	Education/ Registrations	Name of Employer
Design-Build Manager				
Project Design Manager				
Project Construction Manager				
GIS Specialist				
Landscape Architect				
Structural Design Engineer				
Geotechnical Design Engineer				
Hydrological/Hydraulic Design Engineer				

¹ Present Firm/Total